

Oklahoma National Guard

Army and Air

Full-Time Support

HUMAN RESOURCES INFORMATION LETTER

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 04-05
DATE: 8 March 2004

Release of Personal Information

Subject: Release of Personal Information of Technicians and Active Guard/Reserve (AGR)

References: The Privacy Act of 1974 (Amended) 5 U.S.C. 552a
Freedom of Information Act OMD Policy Memorandum 01-09

Eligibility. National Guard (NG) technicians and Active Guard Reserve (AGR)

Effective Date: 1 March 2004

Availability: To reemphasis current policy and regulation in respect to the release of personal information of Technician or AGR members.

Use: On various occasions the Human Resource Office (HRO) receives request for information on Technician or AGR Members. In accordance with The Privacy Act of 1974, Freedom of Information Act and OMD Policy Memorandum 01-09, it is necessary to remind and notify full-time Oklahoma National Guard technicians and AGR members of their rights and responsibilities. The HRO strives to maintain the highest level of security and confidentiality of each member's personal information. Every attempt is made to insure that any data released is in accordance with the Privacy Act and follows the requirements of the Freedom of Information Act.

The HRO will only release personal information about a technician or AGR member to the individual, their immediate supervisor or members of their chain of command. This will be verified with the identification of the member's and/or the requester voluntarily giving their social security number.

If full-time members want to authorize a third party access to their personal information they must provide a written letter of permission for that person to the HRO. The letter must include the person's name, SSN, information to be released and a time frame that it may be used. The written statement of permission must be presented prior to release of information.

The HRO will continue to provide personal information to third parties outside the agency but only in compliance with the Privacy Act and Freedom of Information Act. The HRO will always exercise extreme caution to protect unauthorized release of personal information.

Your points of contact are Maj Shirley Kyles at (405) 228-5578, MAJ Dee Baldridge at (405) 228-5349 or 2Lt James Baxter at (405) 228-5527.

JAMES A. PAHDOCO, LTC
Human Resources Officer